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Department of Human Resource Management

Worklife Elevated

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Executive Director's Message

Palmer DePaulis, Department of Community and Culture

Greetings from the Department of Community and Culture (DCC). Just over a year ago, I started my duties at DCC, an agency the Governor has referred to as the heart and soul of Utah. Working with our talented and passionate employees, we strive to create strong collaborations and synergies within the Department and within communities throughout Utah.

DCC's mission is to enhance the quality of life for the people of Utah by creating, preserving, and promoting community and cultural infrastructure. While we appreciate the individuality and culture of Utah's communities, we also celebrate *as one community* this state's great and diverse heritage, both past and present.

From ending chronic homelessness, funding rural development, and preserving the historic past, to honoring cultural diversity, fostering and cultivating the arts, and providing educational resources, the programs and services provided by the divisions of DCC are unique, but have common values and goals. Collectively, State History, the State Library, Arts and Museums, Housing and Community Development, Indian Affairs, and Ethnic Affairs, united by our Department mission, focus on initiatives that provide meaningful resources for our constituents.

Why is DCC referred to as the Heart and Soul of Utah? We:

- Have a 10-year plan to end chronic homelessness by the year 2014
- Provide diverse services to meet the needs of our customers and constituents
- House the first established Arts Council in the nation
- Circulate the world's largest Braille and books on tape collection
- Strive to make the past a vital part of the present
- Manage 22 services and invest \$59 million in rural Utah for water development, medical clinics, community centers, subsidized housing, airports and infrastructure
- Promote positive intergovernmental relations with and between Utah's Native American Tribes
- Operate bookmobiles in 20 counties, serving 221,988 Utahns

With a department-wide effort to digitize and enhance access to cultural, financial and technical resources, DCC is an exciting place to be in 2007. With online access, Utahns will eventually be able to see state-owned art, find historical photographs, access government documents and complete applications for state grants. With the synergies created by our six divisions, we champion our role as stewards of Utah's quality of life.





Employee Spotlight: Kristen Jensen

By Kristen Rogers

When Kristen Jensen was finishing up her degree in archaeology, she spent a summer making big fires and boiling water with hot rocks. Prehistoric people often cooked food by heating rocks in a fire then putting them in a basket or pot of water. Over time, the rocks crack, and Jensen was investigating how quickly they crack.

It took patience, persistence, and creative problem-solving to discover the secrets of fire-cracked rocks and what they can tell about the lives of prehistoric inhabitants of Utah. Kristen has brought those same qualities to her work as database manager for the Division of State History.

Kristen conceived of an innovative archaeology database using Geographic Information Systems data. Working with ESRI (a developer of GIS software) and the Utah Automated Geographic Reference Center, Kristen



Kristen recording a granary in Desolation Canyon.

shepherded this very complex project to fruition. For her innovation, ESRI awarded her a "Special Achievement in GIS" award.

The new database will enable developers of projects on public lands to more easily fill their legal requirements to "take into account" significant archaeological sites. Instead

of tedious research through paper maps and files of site records, consultants and agencies will get the current, accurate, and relevant information they need from their desktops via the internet.

Private developers and state agencies will benefit, and the state as a whole will benefit through a greatly streamlined system of maintaining archaeological records.

Now Jensen is looking at other State History databases and is coordinating efforts to create a similar database for historical buildings. She will also oversee the creation of a database of photos, artifacts, and manuscripts relating to historical ethnic diversity in Utah. All of these projects are crucial components of State History's efforts to connect Utahns and people worldwide with Utah history.

Employee Survey Purpose Statement

In an environment where the public increasingly expects a citizen-centered, results-oriented, and market-based government, it is essential that the state of Utah build a knowledgeable, diverse, and high-performing workforce. DHRM is committed to identifying best practices and analyzing critical factors that impact the states public sector workforce.

In order to build a high-performing workforce, current levels of engagement must be measured from both an employee and management perspective. DHRM will administer a state-wide employee and manager survey for the purpose of securing critical workforce planning statistical information. The survey participants will be randomly selected by computer program to insure statistical integrity. The intent of this survey is not to highlight or draw attention to any particular agencies or trouble spots. The results of the survey will be kept confidential and will be used to identify the factors that encourage people to work for state government, why employees stay and what factors contribute to their decision to leave.

We would like to thank the participants in advance for their time and effort in completing this survey.

Information provided by Jamie Nagle



Things You Always Wanted to Know about State Employee Benefits!

By Kimberly Diamond-Smith

Most employees are aware that the state of Utah offers four medical plans, three dental plans, life insurance, long term disability insurance, vision insurance, and many voluntary benefits such as home and auto insurance and legal plans. However, there are many benefits that employees may not be aware of. The purpose of this article is to update you on these “unknown” benefits.



PEHP DISCOUNT PROGRAMS:

Individuals who have any of the PEHP

plans, including Summit Care, can take advantage of a benefit called **PEHPPlus or AltiusExtra**. PEHPPlus and AltiusExtra are independently administered discount programs that are separate from your insurance plans. Purchases made under these plans DO NOT drive up the cost of your health plan and may even keep your health plan costs down as individuals engage in healthier lifestyle choices. Individuals can learn about these discount programs by visiting www.pehplus.com (for PEHP Advantage, PEHP Preferred, PEHP High Deductible Health Plan) or www.altiushealthplans.com, click on “AltiusExtra” (PEHP Summit Care).

PEHPPlus and AltiusExtra offer various discounts on items such as lasik vision surgery, contact lenses, eye exams, eye wear, health club memberships, massage therapy, weight management, cosmetic dermatology, laser hair removal, hypnotherapy, hearing aids,

cosmetic dentistry, life coaching, vitamins, emergency response systems, cosmetic surgery, and other services.

A common question that is asked is, “why does the state offer three dental plans and two vision plans when these benefits are covered under PEHPPlus and AltiusExtra programs?”

The answer is, depending on an individual's needs, PEHPPlus and AltiusExtra may not offer the broad array of coverage that typical dental and vision plans do. Therefore, it is advisable for an employee to research all types of plans before determining which options are best for themselves or their families.



ADDITIONAL STATEWIDE EMPLOYEE DISCOUNT PROGRAMS:

The state of Utah has coordinated with many outside providers to offer additional employee discounts besides those offered by PEHPPlus and AltiusExtra. To learn more about additional discount programs, please visit www.dhrm.utah.gov, click on the benefits link and scroll down to the “Employee Discount Programs” section. Discounts include the

following:

Access Values:

Employee's can purchase an Access Values discount card for \$6.95 for two years. Through this card, individuals can obtain discounts on travel costs, dining, shopping, and

entertainment to name a few.

Vacation Packages:

All state employees are eligible to sign up for discounted vacation packages through either Golden Getaways or Get-Away-Today Vacations. .

Miscellaneous Offers:

State employees may also receive discounts from other companies through the “Miscellaneous Offers” link on the DHRM website.

ENROLLMENT “UNKNOWN”:

Individuals are often concerned about how often to sign up for benefits and when these benefits will end. Individuals only need to enroll in all benefits once to maintain continuous coverage. It is necessary to re-enroll when a plan is either dropped by the state, modified significantly, or an individual wishes to switch to a different plan. Restrictions apply please see your HR field office for details.

Flexible Savings Accounts (FSA's) are one exception to the ongoing enrollments since individuals need to re-enroll in these plans each calendar year. The enrollment requirement allows individuals to modify their annual elections from year to year.

Dropping Benefits:

Individuals wishing to drop benefit options must notify individual providers. Some plans have yearly contracts, while other plans can be dropped at any time. Others may require enrollment change forms or proof of other insurance in order to drop them. Please contact your agency

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Things You Always Wanted to Know about State Employee Benefits! (cont.)

(Continued from page 3)

HR office or individual benefit providers for further information.

Reduced Benefits:

Employees must maintain at least 40 hours or more per pay period to be eligible for benefits, unless the employee is in a position specifically designated as ineligible for benefits.

Sick leave, annual leave, holiday pay, and years of service for retirement are pro-rated based on the number of hours worked. In order to receive full benefit accruals, individuals must work an average of 80 hours per pay period.

Medical, dental, life and vision plans remain the same regardless of hours worked.

Ineligible Dependents:

PEHP has recently made a change to dependent enrollments by not allowing divorced individuals, under the age of 26, to re-enroll in their parents plans. While dependents may obtain insurance up to the age of 26, they are no longer eligible once they marry. In addition, adopted dependents age 18 or older are not allowed to be added to insurance policies.

For more information on any of these benefits please contact your HR field office, or call 801-538-3025.

Utah Leads the Country in Organ Donation

By Alex McDonald

Thanks to employees of the Utah State Driver License Division, Utah has 66% of the driving population between the ages of 16 and 74 signed up to be organ donors. This sign-up rate makes the **"Yes" Utah!** donor registry program number one in the country.

Because of the success of the Utah's donor registry program, Utah has a consent rate of 88%. This means at the time of death, people are either signed up on the Donor Registry or their family members say yes to organ donation 88% of the time.

Thanks to the Utah State Legislature, Utah also enjoys the highest per capita rate of Good Samaritan Living Kidney donors. The Utah legislature passed policies to make it possible for state employees who donate a kidney to get 30 days paid leave. This step has helped propel Utah to number one. Of course, there is still more to do.



A recent survey of driver license personnel identified the three main questions the public has about donation that may keep people from signing up on the registry.

- **Up to what age can I donate?**
We will recover organs and tissues up to the age of 80.
- **Can I donate organs if I have a disease?**
The only diseases that prevent organ donation are HIV/AIDS and some types of cancers. Diabetes, heart conditions, etc. are NOT "rule outs." Many people also wonder if their ineligibility to donate blood will affect their potential organ donor eligibility. The vast majority of the time, persons

ineligible to give blood can still donate their organs.

- **If I have yes on my driver license and I'm rushed to the hospital, will I get the best medical care, or will they let me die?**

Doctors and nurses will do everything humanly possible to save someone's life. If they are looking for anything in your purse or wallet, it will be your insurance card, not to see if you are a donor.

So, again, thanks to all Utah State Employees for helping make Utah number one in organ donation. If you have any questions or concerns about this program, please don't hesitate to contact either Alex McDonald or Dixie Madsen at Intermountain Donor Services, 1-800-833-6667.

Alex McDonald is the Director of Public Education/Public Relations for Intermountain Donor Services. <http://www.yesutah.org/>



Going Away? Secure your home with a Neighborhood Watch

When you're away, home security depends on a helping hand (and extra eyes).

By Evan Keisel

It's much easier to relax on vacation if you know trusted neighbors are watching your home. Before you leave town, arrange for them to do the following – and don't forget to return the favor when they take a trip:

- **Collect any deliveries.** Even if you have mail and newspaper delivery stopped, neighbors should watch for packages
- **Park their car in your driveway occasionally (or move your car)** so it looks like someone is home
- **Set out your garbage can for normal pickup and put it away afterward**
- **Maintain your lawn**
- **Keep an eye on your property – and call the police if they see something suspicious**
- **Act for you in an emergency.** (Leave them a spare key, instructions and codes for your security system and information about how to reach you)

If You Can't Ask a Neighbor for Help - To ease your mind, take the following actions:

- **Keep your travel plans quiet**
- **If you haven't already, install a security system and motion-**



detector lights

- **Ask a friend or relative to stay at your home while you're gone.** If that's not possible, ask someone to stop by your house to check on it once or twice a day
- **Notify local police about your trip.** Some communities offer home-watch programs

Before You Go - Complete this checklist to secure your home when you head out of town:

- **Arrange to have mail and packages picked up or held**
- **Stop newspaper delivery**
- **Move cash, jewelry and other valuables to a safe-deposit box**
- **Set lights, a radio and a TV on automatic timers to give the**

illusion that you're home. (Use several for the most realistic effect)

- **Lower the sound of your telephone ringer and answering machine.**
- **Leave your regular greeting on your voice mail or answering machine** Don't announce that you are away
- **Turn off water to the washing machine** so hoses won't burst and flood the house
- **Lock all doors, long dead bolts are best.** Don't forget the side garage door and rear doors. Sliding doors should be equipped with special locks (or, in a pinch, place a broom handle or similar item in the door channel)
- **Lock all windows**
- **Leave curtains, shades and blinds in their normal position**
- **Activate your security system**

Evan Keisel is a National Account Relations Associate with Liberty Mutual Group in Mission Viejo, CA.. Liberty Mutual is the nation's eighth-largest provider of personal lines of insurance products in the U.S. The company sells full lines of coverage for automobile, homeowners, valuable possessions and personal liability insurance. Call 800-835-0894 for a no obligation quote.

Do you have any questions, comments, or article suggestions for the Newsletter staff? We are always looking for new and fresh ideas to incorporate into Worklife Elevated. We would love to hear from you! Please send your ideas to HRNewsletter@utah.gov.





Ninety-Nine Plus One

By Suzette Green-Wright

On July 19th, 2007, the Utah Certified Public Manager® Program held their graduation at the Salt Lake Community College, Larry H. Miller Campus. There were ninety-nine public employee graduates and one graduate who finished her program after leaving state government employment. The graduates were honored with an audience of about 250 people that included families, friends and supervisors.

J.J. Acker, Director, Utah CPM Program, welcomed the group and gave a short history on the Utah CPM program and the growth of participants, not only in state government, but local and federal governments as well. UCPM is creating new options for courses to be located in more areas of the state.

The Executive Director of the Department of Human Resource Management, Jeff Herring, then spoke on the purpose of the multi-support given to the CPM program.

Suzette Green-Wright, Utah Society of Certified Public Managers® 2007 President, spoke on working with the Utah CPM Program to create continuing education (CE) courses that would be 2-hour, 4-hour or 8-hour credits for CE. Both organizations feel that it is important to continue to develop new skills and refine old skills for those in all managing levels of government.

Dr. Phyllis Safman, Assistant Commissioner of the Utah System of Higher Education, spoke to the graduates and guests about the importance of continuing to learn and that the Commissioner of Higher Education was proud of their efforts.

V. Loggins Merrill from the Department of Workforce Services was selected to represent all the graduates and spoke on 'Investing in Eggs'. He spoke on the CPM program as being a program that was directed on changing or developing us as managers as in investing in our selves. Through self-evaluation, Mr. Merrill told us we develop our personal vision, values and goals. It also helps us to create a process to improve ours' and others' behaviors. He reminded us that we cannot skip the process and jump from Point A to Point Z unless we truly understand all the ramifications or we will be like the cottager that had the hen that laid the golden egg. He forgot where the gold came from and decided that he and his wife would have chicken dinner. "If we put ourselves in the cottager's place, where we see the return on investment that CPM has given us," said Mr. Merrill, "the eggs are our new skills we have learned."

Tani Pack Downing, General

Counsel to Governor Huntsman was the keynote speaker for CPM Graduation. Ms. Pack-Downing spoke about her life plan and how when she didn't achieve her goals as she suspected she became very discouraged, but through this life lesson she has learned that allowing doors to open and going through them is the best life plan for her.

The 2007 George C. Askew Award was presented to the 'State Mail Improvement Team' for their CPM project on changing the state mail pick up process to better streamline cost and better stagger the use of manpower hours. The George C. Askew Award is given to the team that best utilizes management practices and exemplifies the philosophy of the American Academy of Certified Public Managers. Our team will compete with the 31 other societies for the National 2007 Askew Award.

The graduates were then called up by Departments to receive their diplomas with department heads there to congratulate them. Photos were taken of the graduates and then we were all dismissed for a wonderful refreshment opportunity provided by the USCPM.



Congratulations to our 2007 CPM Graduates



Wildland Fire Encroachment: Hazards & Safety

By Tracy Dunford

It has been another busy wildland fire season for Utah.

Based on a number of factors including drought, a predominance of invasive fire prone species, and population growth (particularly in the wildland-urban interface (WUI)), more people and communities are being exposed to the risk of wildfire. This fire season will set new records for the number of fires and acres burned. There have also been numerous structures lost, millions of dollars spent and most tragically, lives were lost.

The number one priority when managing these incidents is the safety of our firefighters and the public. When communities are threatened, resources are diverted from fighting the fire to protecting structures. Residents of these WUI communities can improve their own safety and greatly increase the effectiveness of firefighters by mitigating hazards. This process must start long before a fire is detected. People living in the WUI need to be aware of the hazards inherent to these areas, plan for the inevitable occurrence of fire, and create defensible space.

Fire is a natural process that occurs in all ecosystems, more frequently in some than in others. Those that live in WUI areas need to realize that, at some time, fire will impact their community. They also need to understand that they



have the ability to influence the degree to which they are impacted. The time to prepare and plan is prior to the fire season. The Division of Forestry, Fire & State Lands can offer technical and financial resources to help with hazard assessment, community fire planning, and hazard fuel mitigation projects.

In large wildland fires, often there are not enough resources to fight the fire and protect every structure at risk. Firefighters are put into the difficult situation of having to triage structures and protect only those they can safely access and work around. It is for this reason that people in the WUI need to create defensible space.

Defensible space gives firefighters a safe place to deploy resources and work. It also gives the structure a better chance at surviving. The ultimate goal is to create an environment where your home can survive without the firefighters having to be there, but even small actions can make a big difference. Pruning your trees so fire can't reach the lower branches, cleaning pine needles out of rain gutters, storing firewood away from the house or mowing down weeds and dry grass can make the difference.

The extreme fire behavior demonstrated this year has emphasized the need for an evacuation plan of those living in the WUI. When a fire is in the area, prepare to evacuate. Monitor the local radio; when the order to evacuate is given, evacuate immediately. Take only the things that cannot be replaced. Remember, you don't own anything more valuable than your life and the lives of your loved ones.

The fires this year have taken a toll on our natural resources and impacted those that depend on them. Hundreds of thousands of acres have been burned, leaving them susceptible to invasive species and erosion. Because a single fire can burn across many jurisdictions, agencies have learned to cooperate. All agencies involved are working together to plan and implement rehabilitation projects. By pooling resources agencies are able to stretch limited funds, share equipment and facilities, and attract additional partners. Teams of specialist have already been assembled, areas are being prioritized, and plans are being formed.

For additional information on wildland fire in Utah, contact your local Forestry, Fire & State Lands office, call the main office at 801-538-5555, or visit www.ffsl.utah.gov and follow the Fire Management link to many useful references available online that give detailed information about community fire planning and hazard mitigation.



Photo courtesy of Division of Forestry, Fire & State Lands
website <http://www.ffsl.utah.gov>



Photo by Liz Lampe

Congratulations to Phyllis Crowley and Paul Williams! These two trekkers correctly guessed the spot where this photo was taken: Wahweep Creek Ghost Hoodoos, located off Highway 89 near Big Water. These mysterious hoodoos are some of the most beautiful rock formations in Utah. Simply other-worldly! The red cap rock is 100 million years old from the Dakota Formation; the white rock is 160 million year old Entrada Sandstone.

On the front cover: Autumn time in Millcreek Canyon

(Photo courtesy of the Utah Office of Tourism website

www.travel.utah.gov)

We'd love to hear from you.
Please submit feedback,
suggestions, or ideas for future
articles to:

HRNewsletter@utah.gov

DHRM is adding value to the State of Utah by:

- Increasing Customer Service
- Increasing Efficiency
- Decreasing Liability

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The Governor's *WorkWell* Challenge

Eating veggies and fruits add fiber, antioxidants, phytonutrients, and help you feel great! Fall is the perfect time to eat your fill of ripe produce and store up for the coming winter months. Here are some tips:



- **Visit a Farmer's Market.** Buying fresh and locally grown produce is a great way to enjoy your fruits and veggies.
- **Buy in-season produce.** Look for the best price. This is an indication of whether the produce is in season. If you are not sure, most markets have a stand with information on when produce is in season. Or you can always ask your store's produce employee.



- **Buy now, freeze for later.** Buy extra produce during the fall harvest. Just wash, blanch (submerge in boiling water for 15 seconds), and freeze. Your efforts will be rewarded in the winter when you add them to soups, stews, and side dishes.